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REPEAT
APPLICANT INSTRUCTIONS
(Repeat Applicant – Applicant who has been denied or received a Traineeship Award within
the past 2 years)

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The Department of Public Instruction, Office of Special Education, has Traineeship grants available in the amount of $1,000 for 2 to 4 credits *(Part-Time)* and $2,000 for 5 or more credits *(Full-Time)* per semester. Please note coursework not required for the special education area, such as Statistics, Thesis or Into to Graduate Studies are not reimbursable under this scholarship.

Each semester Repeat Applicants must submit:
- **Letter of Intent (addressed to the *Traineeship Scholarship Committee*) stating**:
    - Your intent to teach in the subject area in ND; and
    - If you are registering for 2 to 4 credits *(Part-Time)* or 5 or more credits *(Full-Time).* (<u>NOTE</u>: *NDDPI does not have the same course load definition of Part-and Full-Time as universities.)*
- **Traineeship Program of Study Form**: Resubmit the Traineeship Program of Study Form, signed by your advisor, only if your Program of Study has been changed or revised. (*Note: The traineeship semester for which you are reapplying must be included on your current Program of Study; otherwise an updated signed program of Study Form will need to be resubmitted.*)   This form is available at: https://www.nd.gov/dpi/uploads/56/sfn53155.pdf

If employment has changed since last applied, resubmit:
- ***Special Education Unit Recommendation Form:*** Complete the top portion of the form and have your Special Education Unit Director complete the bottom portion. The Unit Recommendation Form is also available on our website at: https://www.nd.gov/dpi/uploads/documents/64/sfn53153.pdf. The Director <u>must</u> send the completed recommendation form to the address below.

General questions regarding the Traineeship application process, contact:

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Colleen Schneider
Department of Public Instruction
Office of Special Education
600 E. Blvd. Ave., Dept. 201
Bismarck, ND   58505-0440
cischneider@nd.gov
(701) 328-3217
(701) 328-4149 (Fax)

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